Process	***Recurring Journal Entry – Creating a Standard Journal***
Process Number	***GL – 011a***

Description of Process

Enter a recurring standard journal that can be used for repetitive transactions using the same accounting information and amounts, such as monthly rent. To create a recurring standard journal, you use an existing regular journal entry as the model. If the Create Journal Entry on Save option is selected, the recurring standard journal is automatically recorded for all periods defined in the Schedule and From/To fields. Each recurrence will contain the same chartfield combinations and amounts as the original. If the Allow Lines to Be Modified option is selected, you will be able to change the amounts, chartfields and other information on the journal lines. Recurring journals should only be created for open accounting periods.

Any Department of Transportation (DOT) recurring journal affecting cash (100-150 accounts) must have approval by the DOT Project Costing Team.

Input to Process

An existing journal in PeopleSoft is identified as the model journal upon which the recurring standard journal will be based. The standard journal is entered into PeopleSoft and used to create the recurring journals.

Output of Process

Standard Journal that can be used to generate future recurring instances of the model journal upon which the standard journal is based.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Standard Journal Entry

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Create a regular journal entry to serve as the model for your Recurring Standard Journal Entry * Using the steps defined in GL-004 "Creating a Journal Using Control Totals," enter a journal that will serve as the "model" for your recurring standard journal. This model journal provides the structure of chartfields, amounts and descriptions for all future recurrences. * This step may be skipped if you are using an existing journal already keyed into the system.	Agency

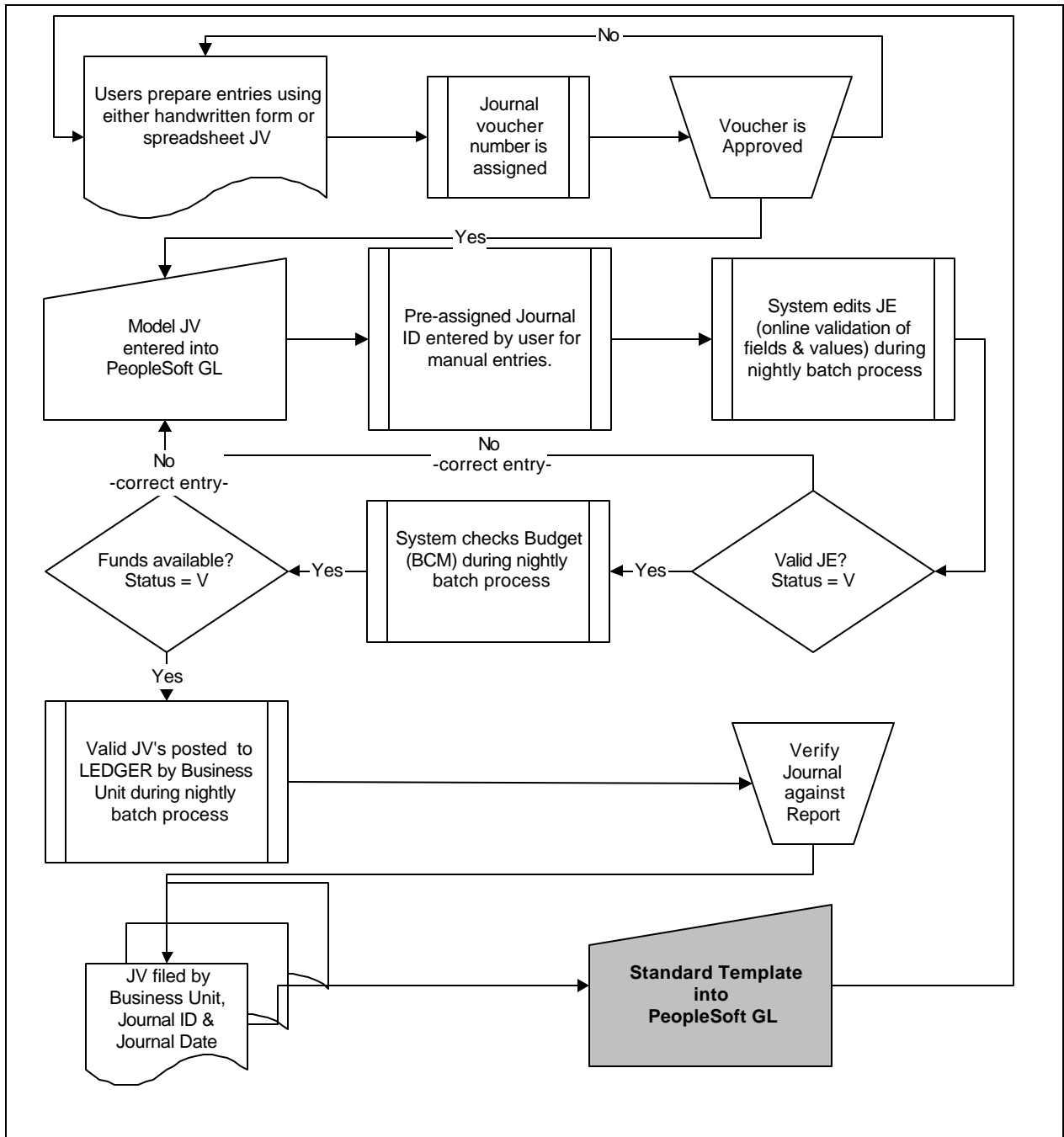|	
Step 2: Create the Recurring Standard Journal	Agency
Enter the Business Unit, Standard Journal ID, Model Journal ID and Model Journal Date for the Standard Journal. The Standard Journal ID is the identifier for your standard journal. The Model Journal ID is the journal upon which your standard journal is based (see Step 1). ***All standard journal entries must be based upon a model journal***. The Model Journal Date represents the date on which the model journal was created.	
Enter the Effective Date and Status for the Recurring Standard Journal you are creating, as well as a Description. The description on the Standard Journal Panel will appear in the Long Description field of all recurring instances of your standard journal. In the SJE Type drop down box, select "Recurring" to indicate that this is a recurring journal.	
To schedule the Recurring Standard Journal Entry select a Schedule from the drop down box. This indicates the date on which this journal will be created. In the From/To boxes provided, you may also enter a range of dates. These fields represent the date range for which the instances will be created. The Journal Entry Create Options provide information on *how* journals will be created from the template. The Copy Journal Lines option copies the journal lines from the model journal to all journals created from the Recurring Standard Journal. The Allow Lines to be Modified specifies whether or not the chartfield values can be modified in the journals created from the Recurring Standard Journal. The Create Journal on Save option physically creates the journals in the system based on the parameters established by the user.	
Standard Journals should only be created for open accounting periods. The State of Georgia will maintain only two (2) open accounting periods during any given month (the current month and the prior month). If schedules are used in this situation, it could result in journals being created with zero balances. Additionally, the Journal ID's and dates for these journals could not be re-used. Therefore, the Schedule options may not be used at the State of Georgia.	
Step 3: Save the Recurring Standard Journal	Agency
The Recurring Standard Journal Entry is now saved and is available for creating a standard journal when needed.	

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):

A process flow diagram with the following elements:

- Users prepare entries using either handwritten form or spreadsheet JV
- Journal voucher number is assigned
- Voucher is Approved (No / Yes)
- Model JV entered into PeopleSoft GL
- Pre-assigned Journal ID entered by user for manual entries.
- System edits JE (online validation of fields & values) during nightly batch process
- No -correct entry-
- Funds available? Status = V
- System checks Budget (BCM) during nightly batch process
- Valid JE? Status = V
- Valid JV's posted to LEDGER by Business Unit during nightly batch process
- Verify Journal against Report
- JV filed by Business Unit, Journal ID & Journal Date
- **Standard Template into PeopleSoft GL**

Process Signoff

Tested By
Date Tested